



DEPARTMENT OF THE ARMY
SECRETARY OF THE ARMY
WASHINGTON, DC

REPLY TO
ATTENTION OF

July 27, 2001

MEMORANDUM FOR ALL ARMY PERSONNEL

SUBJECT. Army Directive #2 - Written Communication

In communicating with each other or in transmitting reports outside the Army, we will adhere to the following principles:

- Respond promptly and accurately to requests.
- Keep communications short, simple and concise.
- Use electronic media (e.g., e-mail, websites) as the primary means to transmit information.
- Stop the use of expensive, glossy, slide presentations and reports. The standard is black and white, regular paper. Multiple colors and specialty paper should be used only when crucial for safety and medical purposes.

We are expending a far greater share of our resources than is necessary to convey our message. I expect commanders at all levels to fully implement this directive immediately and to continue to seek more efficient ways to use our resources.

Thomas E. White